

CHAPTER 20
EFF-PAY GENERAL INFORMATION

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Chapter 20

EFF-PAY General Information

This chapter provides general information regarding the processing of Emergency Firefighter payrolls.

21 Introduction

Individuals hired under the Pay Plan for Emergency Workers (AD Pay Plan) are paid through EFF-PAY. These individuals may be referred to as Emergency Firefighters (EFF), casuals, ADs, emergency workers or emergency hires.

Assistant Disbursing Officers (ADOs) and Administrative Payment Teams (APTs) are responsible for processing EFF payrolls, issuing U.S. Treasury warrants (checks) and maintaining income tax withholding documents for EFF crews and support EFF.

The EFF-Pay Standard Operating Procedures (SOP) and the EFF-PAY User Manual addresses inter-agency processing procedures.

An Agency Supplemental Information Section is provided at the end of each chapter so agencies, field offices or ADO/APTs can provide information regarding specific requirements, policies and regulations. Supplements are to be distributed to pertinent individuals, teams, offices, and User Support (Bev Fronterhouse).

Completion time frames that specify a number of days (i.e., five days from receipt) refer to working days. During a normal work week, Monday through Friday are the working days. If workload warrants weekend work, Saturday and Sunday count as working days. These are suggested time frames. Agencies may establish processing time frames to meet their needs.

22 **Processing Schedule**

Emergency Firefighter time reports (OF-288) should be processed within agency established guidelines of receipt.

Document the date received at the top of each OF-288 (support EFF) or group of OF-288s (crew). If the date the OF-288 is received by the ADO/APT is not recorded, the processing time frame will begin with the last date recorded on the OF-288.

23 **Release of Information**

Personal information may not be released without written consent of an individual per the Privacy Act.

The individual, with proper identification, and supervisors may access payroll records. No one else is permitted access without written permission of the individual.

Agencies may verify, but not volunteer, information to other government agencies. Requests for specific information and purpose must be in writing and include a signed release form. Return incomplete verification requests to requesting agency.

24 **Auditing**

ADO/APTs are responsible for ensuring Emergency Firefighter payrolls are complete, accurate and processed within the established guidelines set forth by Treasury and the Administrative Agency.

Audits of payrolls, files and reports and use of checklists will ensure all requirements are met. Established procedures, frequency and guidelines of payroll audits and review are determined by the Administrative Agency and must be followed. Minimum audit requirements are during the payroll process (see Chapter 70) and yearly, prior to tax

reports being sent to the Department of the Interior, National Business Center (NBC).

Agencies will establish written procedures to address administrative errors found during the audit process. Errors found after the payroll has been completed and the check has been cashed, require either an additional payroll (under-payment) or a Bill of Collection (over-payment) to be processed.

25 User Support

The Branch of Technical Systems at the Alaska Fire Service provides User Support for EFF-PAY seven days a week, twenty-four hours per day. Normal business hours are 0800 to 1700, Monday through Friday, Alaska Time. User Support contacts are:

Bev Fronterhouse	(907) 356-5591
Gary Schmunk	(907) 356-5593
Bill Beach	(907) 356-5592

Voice mail activates an individual's pager. **Allow one hour for response** before contacting another support person. Listen carefully to the voice message, individuals identify when they are not available (i.e., annual leave) and advise you who to contact and a phone number for User Support.

Routine equipment setup will be scheduled during the normal business hours stated above. Routine equipment set will not be provided after hours.

To prevent delays in processing when traveling to remote sites, verify your equipment has been setup properly before leaving your home unit. Check your equipment prior to each departure.

The phone numbers listed above are for the convenience of agency personnel and **are not**

EFF-PAY STANDARD OPERATING PROCEDURES

to be provided to EFFs requesting information on re-issue of checks.

26 Addresses

The following addresses are used to submit financial data and are referenced throughout the ADO/APT Handbook.

Department of the Treasury
Financial Management Service
Kansas City Financial Center **(KCFC)**

4241 NE 34th Street

Kansas City, MO 64117

or: P.O. Box 12599-0599

Kansas City, MO 64116-0599

Bureau of Land Management

Alaska Fire Service (AFS)

P.O. Box 35005

Fort Wainwright, AK 99703

or: 1541 Gaffney Road

Fort Wainwright, AK 99703

Bureau of Land Management

National Business Center (NBC)

Attn: Marcia Lane, BC-610

Building 50

P.O. Box 25047

Denver, CO 80225-0047

National Park Service

Accounting Operations Center (AOC)

P.O. Box 4800

Reston, VA 20190-5002

27 **References**

Pay Plan for Emergency Workers (AD Pay Plan) outlines authorities, rates of pay, required situations for hire, conditions of hire, and position classifications. The AD Pay Plan can be found in the Interagency Incident Business Management Handbook (IIBMH), Chapter 10, Exhibit 1. The AD Pay Plan is updated annually, in January.

EFF-PAY User Manual provides instruction on computer entry, statistical reports, etc. (See Appendix A)

U.S. Department of Treasury, Assistant Disbursing Officer (ADO) Handbook provides guidance and direction to ADOs. (See Appendix C)

EFF-PAY Information Website contains general information regarding links to state income tax withholding information, ADO/APT Contact Lists, income tax withholding procedures, links to other related sites and the EFF-Pay SOP. Current information can be found at the BLM-Alaska Fire Services website at <http://fire.ak.blm.gov>.

28 **Agency Supplemental Information**

29 **Agency Exhibits**